

VIDEO TRAINING RECORD		
VIDEO TITLE Supervisors Guide to Accident Investigation	VIDEO ID NUMBER 8004AE	
<p style="text-align: center;">KEY TEACHING POINTS OF THE VIDEO</p> <p>Accident investigation is an important part of each supervisors responsibility. An accident investigation answers the important questions of who, what why, when, how, and where an accident occurred. A good investigation obtains as much information as possible about the incident. It may also include photos, drawings, sketches, witness statements and quite possibly include investigations conducted by engineering and maintenance personnel. Supervisors should have the ability to conduct a thorough investigation. It is vital that a thorough professional investigation and report be completed when an injury occurs. The supervisor must complete the report and list the names of all witnesses. Witnesses can provide clues to the cause of an accident and give a description of the accident. Avoid unfamiliar words, describe what the employee was doing prior and during the incident. Be specific and report only the facts. Have all your questions answered before you write the report. It is important to have the facts because eh information you obtain may be used in court. Identify body parts or part that was injured. Provide correction action taken. These can include 1) procedure modification, 2) guarding, 3) protective equipment, 4) training and more. A combination of corrective actions is the best solution and usually effective in preventing future accidents. The last section of the report is the approval signature section. These signatures act as quality control for accident reports which are routinely reviewed by the highest levels of management. Before signing, ask yourself does the report reflect my ability and professionalism adequately. The correct response to an employee who has sustained an injury is concern. The first action is to insure that the employee gets proper medical attention and that no other employees are exposed to the same hazards that could cause injury. Accept the report as submitted. Don't question the validity. Never state that you believe fraud might be involved. Supervisors should conduct a thorough, factual, complete and unbiased investigation. Investigate all accidents and make sure employees are trained to report all accidents immediately when they occur.</p>		
TEST		
QUESTION	ANSWERS	
	TRUE	FALSE
1 Accident investigation and accident prevention is an important part of a supervisors responsibility.		
2 The employee must complete the report and list the names of all witnesses.		
3 It is important to have all facts because the information supervisors obtain may be used in court.		
4 The correct response to an employee who has sustained an injury is disappointment.		
5 The supervisor must accept the accident report as submitted. Don't question the validity. Investigate when reported.		
EMPLOYEE'S NAME	EMPLOYEE'S SIGNATURE	DATE
INSTRUCTOR'S NAME	INSTRUCTOR'S SIGNATURE	DATE

1. True 2. False 3. True 4. False 5. True